

# ECF - Version 3.0 Changes for Attorneys

Effective May 1, 2006

Revised May 30, 2006; changes shown in redline and strikeout

## Payment of Filing Fees via the Internet

- If not paying immediately upon filing, you **must** press **Continue Filing**. **Do not** just click the “X” to close the pop up window as this will cause the payment window to not display again the rest of the day (although the fees will continue to accumulate). **If you click the X, you can get the payment window back by closing your internet browser (after properly logging out of any internet applications such as ECF) and then reopening it.**
- **Do not minimize your payment window. Subsequent fees will not be added to the window (although they will continue to accumulate in ECF). If you do not want to pay immediately, click “Continue Filing”.**
- ~~You may now utilize the internet credit card module to pay all installment payments using the events **Bankruptcy-Miscellaneous-Installment Fee Payment** and **Bankruptcy-Miscellaneous-Installment Fee Payment (Final)**.~~ **You may utilize the internet credit card module to pay an installment fee payment at the time of filing. You must submit any subsequent installment fee payments via check, money order, or cash.**

## File Claims

- Claim transfers must now be filed using the event **Bankruptcy-Claims Actions-Transfer of Claim**. This event can be used to transfer multiple claims from different transferors to one transferee.
- **When filing an amended claim with a different creditor name and address, put the new creditor information on the proof of claim document, but select the previous creditor’s name on the ECF screen and complete the “Amends Claim #” field. The court will update the creditor name and address in ECF.**
- When amending a claim, you must enter the new totals for each category (priority, secured, and unsecured), including \$0.00 in any previously populated category which is no longer being used.
- Common creditors may be selected from a drop-down list.
- The Notice of Electronic Claims Filing now includes links for the Claims Register and for filing another claim.

## **Adding Parties**

- When searching for a party by name, you may now limit your search using the First and/or Middle Name in addition to the Last Name.

## **Open a BK Case**

- You no longer need to select a Role type of Debtor or Joint Debtor. You are now instructed to enter information for the Debtor or Joint Debtor, and the role type is assigned accordingly.
- The Type of Debtor has changed from check boxes to radio buttons for Individual, Corporation, Partnership, and Other. In addition, you must check any other options which apply (e.g., Health Care Business, Nonprofit Organization, etc.).
- A Corporate Parent button has been added to Party Information screen for linking a corporate parent to the debtor. This is helpful for judicial conflict checking.

## **Open an AP Case**

- You may now select multiple natures of suit. Select the primary nature of suit from the drop-down list and any secondary natures of suit from a second drop-down list.
- The docket text of the Open an AP Case event will spread to main bankruptcy case and include the case number of adversary case.
- You no longer need to select a Role type of Plaintiff or Defendant. You are now asked to enter information specifically for the Plaintiff(s) or Defendant(s), and the role type is assigned accordingly.
- When adding a party without an attorney, you no longer need to select Pro Se. ECF will automatically assign this status to any party without an attorney.
- A Corporate Parent button has been added to the party information screens for linking a corporate parent to the party. This is helpful for judicial conflict checking.

## **Adding Creditors**

- Creditors can now be added in the Amended Schedules/Matrix D,E,F,G,H (Fee) and Conversion Documents Filed events in the Miscellaneous category.

## **Claims Register**

- A History link next to the creditor name indicates that the creditor has been modified (including ownership changes due to transfer or assignment of the claims). You may click on this link to view the history of changes to the creditor record.
- An amended claim no longer gets a new number. Instead, it is filed under the original claim number with a numeric extension. For example, for Claim No. 3, the original proof of claim is 3-1 and the first amendment is 3-2.
- The Claims Register includes a Claims History Section which lists the filing of any amendments to the claim, plus docketed events which relate to the claim such as transfers, objections, and withdrawals.

## **Corrections to Claims or Docket Entries**

- The Clerk's Office will no longer docket a separate Corrective Entry to notify e-filers of changes to claims and docket entries. Instead, most modifications will result in a Notice of Electronic Filing (NEF) to all registered e-filers in the case. E-filers should be aware that the docket number of the edited docket entry may be listed incorrectly in the subject line of the e-mail notification but will appear correctly in the body of it.
- Any documents linked to the edited entry may be viewed without charge for 15 days after the edit is made.

## **BNC Noticing of Parties without an Address**

- Parties without an address will not appear on the BNC certificate of service as undeliverable if they have an attorney with a valid address. If there is no attorney or no address for the attorney, the recipient will appear on the undeliverable list and the debtor's attorney or debtor will be asked to provide an address.

## **Creditor Mailing Matrix**

- When you run a 3 column mailing matrix, ECF will automatically access PACER and, for any creditor who has registered a preferred address with the National Creditor Registration Service (NCRS), substitute the preferred address in place of the address submitted by the debtor. You will receive a PACER transaction receipt for charges related to these substituted addresses. The charges on the receipt are based on the amount of data sent, rather than the number of pages returned.

## **Docket Activity Report**

- This new report provides a listing of all docket entries in all of your cases for a particular date range. It is useful if problems with your e-mail account result in a failure to receive Notifications of Electronic Filing from the court. The Docket Summary Report has been discontinued since the Docket Activity Report provides the same functionality.

## **Query Menu**

- The standard query menu now includes Claims Register and Creditor Mailing Matrix.

## **Clear Default PACER Login**

- This new option on the Utilities menu removes the association between your ECF login and default PACER account so that a new default can be set.